

**Vermont State Workforce Development Board  
WIOA State Plan Work Group  
Description and Member Expectations**

**Work Group Tasks:**

- Develop and manage a process and workflow for the SWDB's components of the State Plan
- Draft components for full SWDB review, including the State Strategic Vision and Goals
- Assign tasks to and request information from other committees of the SWDB
- Review policy and programmatic components completed by the WIOA Core Partners
- Integrate with regional summit steering committee
- Communicate developments to full SWDB, WIOA Core Partners, and other workforce partners
- Conduct comparative research as necessary

**Time Commitment (subject to change):** monthly meetings, ~2 phone calls per month, and independent reading/tasks as necessary

**Those who are interested in serving on the Work Group should contact Sophia at [sophia.yager@vermont.gov](mailto:sophia.yager@vermont.gov) no later than Thursday, May 23<sup>rd</sup>. Work Group membership will be notified by Thursday, May 30<sup>th</sup>.**

More information about the WIOA State Plan and the SWDB's role is available at:  
<https://vwdb.vermont.gov/meetings/meeting-minutes-and-agendas>